

Central State Community Services, Inc. Job Description

Job Title: Direct Support Professional (DSP)
Department: Direct Service
Reports to: Home Supervisor
FLSA Status: non exempt
Prepared By: Executive Director
Prepared Date: 08/13/2012
Approved By: Paula Ott, Executive Director
Revision Date: 11/11/2021, 10/26/15, 12/2/2014, 6/1/2013
Revised By: Kari Conner, Human Resources Manager
*Job Title changed from Community Support Specialist (CSS) to Direct Support Professional (DSP)

SUMMARY

Provides direct support in the homes of adults who have developmental, mental and other disabilities by performing the following duties

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned.

Central State Community Services, Inc. embraces an employment environment that promotes Individuals' recovery and discovery, a Person-Centered approach to treatment/services and cultural competence. An employee in this or any position is expected to support the employment environment.

Formally recognizes the accomplishments of others when they display character traits valued by the organization.

Accountability:

The Direct Support Professional answers directly to the Assistant Home Supervisor and the Home Supervisor. He/She is responsible for completing all routine and assigned duties related to consumer care and home operations. Additionally, he/she is responsible for all other tasks, duties and responsibilities assigned or delegated by the Assistant Home Supervisor, Home Supervisor, Program Coordinator, and/or Executive Director.

General Responsibilities:

1. Assist or provide consumers with all aspects of personal care.
2. Assisting consumers by lifting, transferring, and when necessary, to prevent injury, physically managing them.

3. Accompany, assist and supervise consumers in the Community, and to events. Encourage appropriate, integrated social and recreational community interaction.
4. Administer and document medications as prescribed by the Physician. Record errors on an Incident Report form or a medication error report form and report to the Home Supervisor immediately.
5. Assure active treatment and implementation of Person Centered Plans.
6. Provide constant supervision of all consumers to assure that they are safe and do not wander from the home or yard.
7. Observe, document and report unusual behavior and/or incidents.
8. Maintain records and documentation as necessary and appropriate.
9. Perform any and all other duties, tasks and responsibilities assigned by the Assistant Home Supervisor, Home Supervisor, Program Coordinator and/or Executive Director.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requirements:

- A. Physical examination including pre-employment and annual Tb tests.
- B. Ability to relate with sensitivity to others.
- C. Evidence of emotional maturity and stability.
- D. Ability to recognize and record significant individual and group behavior.
- E. Willingness to take on tasks and duties as assigned.
- F. Ability to get along with people and to work as a team.
- G. Attend trainings and pass exams (tests) as required.
- H. Three or more positive references.
- I. Evidence of ability to handle crisis situations with calmness and objectivity.
- J. Ability to work without immediate supervision.
- K. Attend staff meetings and scheduled in-services and trainings.

EDUCATION and/or EXPERIENCE

High School diploma or general education degree (GED).

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, physician's orders, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to individuals and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiple and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurements, volume and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid Michigan driver's license is required as well as current insurance as required by the State of Michigan. Group Home curriculum training must be successfully completed within the first 90 days of employment.

OTHER QUALIFICATIONS

A felony/misdemeanor background search with MILT and IChat is performed. Searches of the Office of Investigator General (OIG), Offender Tracking Information System (OTIS), the Sex Offender Registry and the Nurse Aid Registry are also performed. Results can affect employment status.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently is required to stand and walk. The employee is occasionally required to sit; use hands to handle or feel; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds, and if working with an individual, who is non-ambulatory, up to 90 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals such as household cleaners, and outside weather conditions.

The noise level in the work environment is usually moderate.

Employee Signature

Date